



1410 N. Westshore Boulevard, Suite 900
Tampa, FL 33607-4547
(813)228-0555 / (800)342-5957
(813)228-0301 (Fax)
www.oldrepublictitle.com
Home Office: Minneapolis, Minnesota 55401-2499

NOTICE

To: All Old Republic National Title Agents and Offices
From: Scott Pierce, Senior Vice President
Re: Closing Protection Letter (CPL) System Upgrade
Date: June 20, 2011

Effective the morning of June 23rd, our Home Office will upgrade the Closing Protection Letter system. In order to do this upgrade, the CPL system will not be available the evening of Wednesday, June 22nd. They will post a message on the CPL site to make you aware of this outage in order to upgrade the system.

Following is a document that you should share with **EVERYONE** in your location so that everyone is aware of the changes that will go into effect. There are changes to the look and feel of the website so it is important that you share this information prior to June 22nd.

Once the changes go into effect, if you have any questions, you should contact Tanya Carlson at 813-228-0555 or 800-342-5957. You can also email her at tcarlson1@oldrepublictitle.com. We appreciate your patience during this upgrade.

** This Notice should become a permanent part of your records to assist in your compliance with the requirements contained herein. **

Please **provide a copy of this Notice to your staff** so they can read it and become aware of its contents.

REMEMBER: All ORT Alerts, Bulletins, Notices and our Newsletter can be found on our web site, www.ortfl.com.

Our Alerts, Bulletins and Notices are issued via fax and email, but you should check our web site frequently to make sure you have copies of everything issued.

Please call your Underwriting Department if you have any questions.



Closing Protection Letter Request Form – What’s New in CPL 2.0

The following topics address information that is **new** or **changed** in the CPL 2.0 version of the **Closing Protection Letter Application**.

[Announcements Page](#)

The **Announcements** page is included to publish notifications that are currently relevant to the **CPL application**.

[Manage Records](#)

To **maintain** your agent contact record or lender record, locate the record via the **Manage drop down box** located in the upper right of the request form. Access to records and authorization to maintain records will be based on your security rights.

[The CPL Request Form](#)

With the new CPL 2.0 version, when creating a Closing Protection Letter, the first three **required** fields are the **letter transaction type**, the **transaction state** and the **letter type**.

In addition, the **Pertain to** field is now the **Pertain to / Borrower** field. This field and the **Property Information** fields will be required and visible on the form.

[Selected Agent Branch Office](#)

The checkbox to ‘Include the following Branch office information on this closing protection letter’ **has been removed**. The branch office that is selected from the drop down list will be automatically printed on the CPL request.

Closing Protection Letter Request Form – What’s New in CPL 2.0

Announcements Page

The **Announcements** page is included to publish notifications that are currently relevant to the **CPL application**. It may display prior to logging in, in which case you may click on the **Continue** button to proceed to the **Log In** page.

The **Announcements** page may be accessed at any time throughout the **Closing Protection Letter request form**.

Access to the Announcements page

Agent: A34221 | OLD REPUBLIC TITLE RESIDENTIAL INFO SERVICES

OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY

Closing Protection Letter

View your CPL activity | [Help](#) | [Announcements](#) | [Sign out](#)

Announcements

There are no current announcements.

[Continue](#)

[Home](#) | [About Us](#) | [Services/Products](#) | [Resources](#) | [Contact Us](#) | [Offices](#) | [Search](#) | [Help](#)

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This site is best viewed with Microsoft® Internet Explorer® 6.0+
This site is best viewed with Adobe Reader 8.0+

Click on Continue to proceed to next page or log in page

Closing Protection Letter Request Form – What’s New in CPL 2.0

Manage Agent Contact/Lender Records

To **maintain** agent contact record, lender record, branch office record or a closing attorney record, locate the record via the **Manage drop down box** located in the upper right of the request form. Select your choice from the drop down list and click **Go**. Navigate to the required screen(s) necessary to create, edit, save or delete a record.

The email and fax information entered for the record will be saved and will automatically default to the letters, eliminating the need to enter the information for each request. However, you can change the options for the individual letter, overriding the default for that CPL request only.

Maintain records via the Manage field

The image shows two screenshots of the Old Republic web application. The top screenshot is the 'CPL Letter Request' form. It features a header with the Old Republic logo and navigation links. Below the header, there are buttons for 'Preview', 'Create/Submit Letter', and 'Start over'. A 'Manage' dropdown menu is open, showing options: '-- select --', '-- select --', 'Agent Contacts', 'Lenders', and 'ALTA'. An orange arrow points from the text 'Maintain records via the Manage field' to the 'Agent Contacts' option in the dropdown. Below the form, there are fields for '*Letter transaction type:', '*Transaction State:', and '*Letter Type:'. The bottom screenshot is the 'Agent Contacts Management' page. It has a header with the Old Republic logo and navigation links. Below the header, there are buttons for 'Create a New Agent Contact Information Record' and 'Return to CPL Request page'. A 'Filter by Name:' field with an 'Apply' button is present. Below that is a table with columns: 'Name', 'Email Address', 'Email CPLs?', 'Fax Number', and 'Fax CPLs?'. The table contains five rows of agent contact information. An orange arrow points from the text 'Email and fax defaults to the letter' to the 'Email CPLs?' and 'Fax CPLs?' columns in the table.

Agent: A34221 | OLD REPUBLIC TITLE RESIDENTIAL INFO. SERVICES

View your cpl activity | Help | Announcements | Sign out

CPL Letter Request

Preview | Create/Submit Letter | Start over

Manage -- select -- -- select -- Agent Contacts Lenders ALTA Go

Start here

*Letter transaction type: Single transaction CPL Letter *Transaction State: Minnesota *Letter Type: ALTA

Agent Contact

Name And Em

*Your Name:

Group Emails (separated by ;

Agent: A34221 | OLD REPUBLIC TITLE RESIDENTIAL INFO. SERVICES

View your cpl activity | Help | Announcements | Sign out

Agent Contacts Management

Create a New Agent Contact Information Record | Return to CPL Request page

Filter by Name: Apply

		Name	Email Address	Email CPLs?	Fax Number	Fax CPLs?
Delete	Edit	ALAN GILL	agill1@oldrepublictitle.com	Yes		No
Delete	Edit	BARBARA CLARK	bclark@oldrepublictitle.com	Yes		No
Delete	Edit	BARBARA HOLLAR	bhollar@oldrepublictitle.com	Yes		No
Delete	Edit	BEN WINTER	bwinter@oldrepublictitle.com	Yes		No
Delete	Edit	BETH GAYHEART	bgayheart@oldrepublictitle.com	Yes		No

Email and fax defaults to the letter

Closing Protection Letter Request Form – What’s New in CPL 2.0

The CPL Letter Request Page

With the new CPL 2.0 version, when creating a Closing Protection Letter, the first three required fields are the **letter transaction type**, the **transaction state** and the **letter type**.

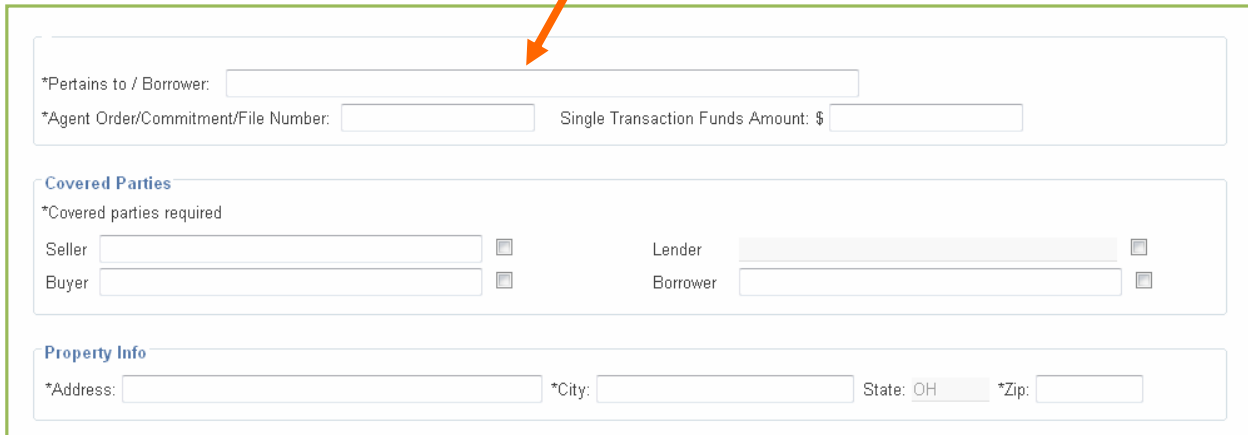
Default information is automatically entered to the **Letter Transaction Type**, **Transaction State** and **Letter Type**, for the agent in that state.

For a **Blanket Closing Protection Letter**, please contact the Old Republic Title Insurance Company state office at (800)342-5957.

The **Pertain to** field is now the **Pertain to / Borrower** field.

The **Covered Parties** field is *not* available in Florida; **however**, the **Property Information** fields are required and **visible** on the form.

Pertains to / Borrower and Property information are required.



*Pertains to / Borrower:

*Agent Order/Commitment/File Number: Single Transaction Funds Amount: \$

Covered Parties

*Covered parties required

Seller Lender

Buyer Borrower

Property Info

*Address: *City: State: OH *Zip:

Closing Protection Letter Request Form – What’s New in CPL 2.0

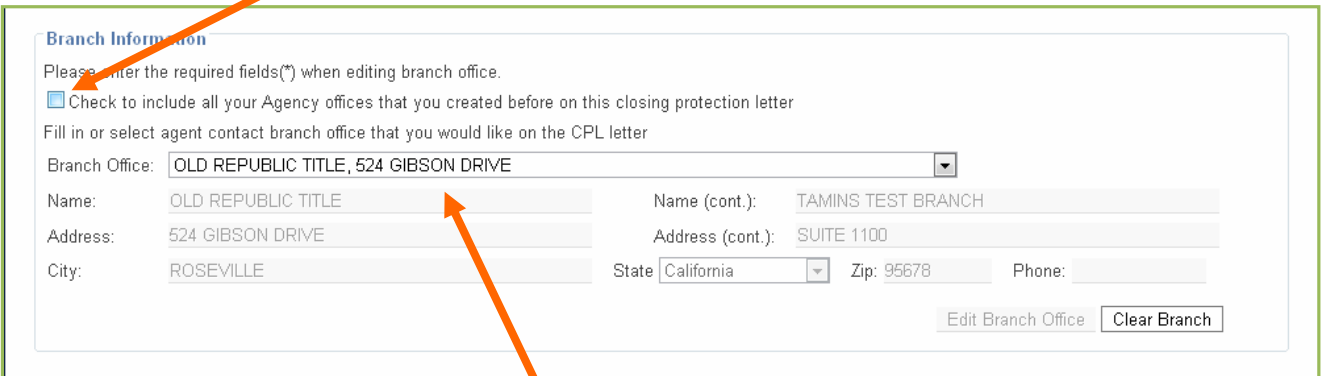
Selected Agent Branch Office

The checkbox to ‘Include the following Branch office information on this closing protection letter’ **has been removed**. The branch office that is selected from the drop down list will automatically be printed on the CPL request.

To include all your agency offices that have been created on the CPL, check the checkbox.

Please note: In order to change information regarding a branch office, please contact the Old Republic Title state office at (800)342-5957.

Check to include all previously created agency offices



The screenshot shows a form titled "Branch Information" with the following fields and controls:

- Instruction: "Please enter the required fields(*) when editing branch office."
- Checkbox: "Check to include all your Agency offices that you created before on this closing protection letter"
- Text: "Fill in or select agent contact branch office that you would like on the CPL letter"
- Branch Office: A dropdown menu showing "OLD REPUBLIC TITLE, 524 GIBSON DRIVE". An orange arrow points from the text above to this dropdown.
- Name: "OLD REPUBLIC TITLE" (with an orange arrow pointing to it from the text below)
- Name (cont.): "TAMINS TEST BRANCH"
- Address: "524 GIBSON DRIVE"
- Address (cont.): "SUITE 1100"
- City: "ROSEVILLE"
- State: "California" (dropdown)
- Zip: "95678"
- Phone: (empty field)
- Buttons: "Edit Branch Office" and "Clear Branch"

Selected branch office is automatically printed to the CPL letter